

(First Page to be printed on the Letterhead of Institute/College)

**APPLICATION FOR EMPANELMENT OF DLC EXAMINATION CENTRE (ONLY FOR
DELHI REGION)**

1. Name of Institute:

Address of Institute:

2. Government/Non-Government:

3. Type of Institute:

4. Owner Details:

Name of Owner: _____

Address:

Mobile No.: _____

E-Mail ID: _____

5. Name of Contact Person with Address, Contact No. and E-Mail ID:

(Manager/Director/Principal):

Name: _____

Designation: _____

Address:

Mobile No.: _____ Landline No. _____

E-Mail ID.: _____

6. Batch Size applying for: _____

Physical Arrangements:

7. Distance from Nearest Metro Station (in KM): _____

8. Distance from Nearest Bus terminal (in KM): _____

9. Whether Located on Main road (YES/NO): _____

10. Whether Public Conveyance available for this location (YES/NO): _____

11. Whether the building, condition of furniture, parking and infrastructure suitable for conducting examination? _____

12. Do seating arrangements are adequate for number of seats applying for?
(YES/NO): _____

13. Whether facility of Safe Drinking water is available (YES/NO): _____

14. Whether separate facility of toilets for male and female is available (YES/NO): _____

15. Total No. of PCs in the lab (in working condition): _____

16. Specification of PCs: (Please fill the details in Annexure-A)

17. Specification of Server:

Processor: _____

RAM: _____

NIC: _____

Harddisk: _____

Operating System: _____

18. Whether all systems are on UPS? (YES/NO): _____

Please mention UPS Capacity:

19. Whether Generator (DG) is available for power backup? (YES/NO): _____

If yes, Capacity: _____

20. Whether labs are equipped with redundant Internet lines (at least 2) (YES/NO): _____

Please mention, type of Internet connections available (along with speed):

21. Whether Labs are equipped with CCTV Camera (at least 2)? (YES/NO): _____

22. Total no. of Technical staff: _____

Give Details (Include Name and Designation of Technical staff):

23. Experience of Online Examinations conducted by the Institute/College:

I hereby certify that I am the Authorized Signatory for the Institute/College for which Examination Centre is being applied for. I certified that institute is abide with all terms and conditions mentioned in Guidelines for empanelment of Exam Centre. I also certify that all the information furnished above is correct to my knowledge and belief. I also assure that the Institute/College has adequate security arrangements for conducting NIELIT examinations.

24. This application form complete in all respect must be submitted at NIELIT Delhi Centre (2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station-110052) latest by 29th April'2022.

(Sign and Seal of Authorized Signatory)